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Staff Council Meeting Documents

University of Central Florida Staff Council

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10-20-2016

## Minutes 2016-10-20

Staff Council

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### STARS Citation

Council, Staff, "Minutes 2016-10-20" (2016). *Staff Council Meeting Documents*. 63.

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**Staff Council Meeting Minutes**  
**Thursday, October 20th, 2016**  
**Facilities and Safety Room 106A and B**

Present: Barbara Brown, Cissy Glowth, Jim Copertino for Rhodney Browdy, Chris Tangel Trisha Trovillion, Kristell Padel, Debbie Pope, Maribel Amaro-Garcia, Stacey Royalty-Rose, John Guildford, Marguerite Lachaud, Bonnie Belot, Betty Calton, Elizabeth Livingston, Kay West, and Joanne McCully

*Absent: Jeff Golub, Jenna Capp, Tina Baca, Pauline Strauss, Maria Molina, Britnee Youman, April Murdoch, and Paula McClure*

*Guests: Michelle Brooks, Roxanna Tarrab, Kimberly Gault, Casey Phillips, Ana Santiago*

**Note:** Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting, notify the Secretary immediately. The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.

Meeting called to order at 9:30 a.m. by President Debbie Pope.

**1. Welcome/Updates**

Debbie welcomed all members, guests and new member Stacey Royalty Rose.

**2. Approval of Minutes**

- o Trisha Trovillion moved to accept the minutes for September and Cissy Glowth seconded the motion. Minutes were approved for the September 15<sup>th</sup> meeting.

**3. Roll Call Attendance:** Sign in sheet in lieu of roll call.

**4. Human Resource Updates – Michelle Brooks – Assistant Director, Employee Relations - Human Resources (HR)**

- o The AFSCME Collective Bargaining meeting was September 22, 2016. Offer included a 1% salary increase and a 1.5% discretionary raise agreement on the wages article and it will not be retroactive. Unable to advise regarding the time that has passed from when non-unit increases went into effect.
- o Discretionary Raise: The guidelines are on the Human Resources web site.
- o Fair Labor Standards Act (FLSA): Federal law for payment of over time will be effective December 1<sup>st</sup>. If the employee makes less than \$47,476 annually they will be considered non-exempt and earn overtime (this will also apply to A & P employees).
- o The employee will be contacted by Human Resources of the FLSA changes and all non-exempt employees are required to submit a time card documenting their hours. More information on the FLSA can be found on the HR website.
- o Open enrollment starts on October 17<sup>th</sup> and ends on November 4<sup>th</sup>.
- o Benefits Fair is October 28<sup>th</sup> from 9 a.m. to 2 p.m.
- o There is no information on the Christmas shut-down at this time.

**5. Committee Updates**

❖ **Marketing:**

- o Danielle Frazier has resigned her position at UCF and Maribel Amaro-Garcia will now be taking care of the USPS Facebook page.



- Flyers for the Benefit's Fair have been completed.
- Newsletter is being worked on.
- ❖ Special Events/Diversity Committee
  - There will be an Employee Walk on September 10, 2017. Anyone can sign up for the walk. Checks (made out to USPS Staff Council) and cash will be accepted.
  - April Murdoch has a square if anyone want to pay by credit card.
  - A limited number of "One Size Fits All" tee shirts will be distributed at the walk and will have the puzzle logo.
- ❖ Scholarship Committee
  - No report
- ❖ Research Committee
  - Chris Tangel researched other universities to see if they had staff council programs assisting their employees. After several universities were contacted she stated that no programs were in place by staff councils because assistant programs were already provided by HR departments. At UCF, the Employee Assistance Program (EAP) is available to aid employees with financial counselling, divorce, wills, mental health and many other avenues. The services offered can be found on the HR website.
  - Staff Council should focus on the food pantry because in kind gifts are tax exempt.
  - Chris is looking into a location for the food pantry at an off-site location in Research Park.
  - Chris also found out that the AFSCME Union has six (6) scholarships available for employees for \$2000.00 (renewable).
- ❖ Fundraising Committee.
  - Wine Pull event is approved by the compliance department with the stipulation that the legal department also approves. Event is now going through the legal department.
- ❖ Goodwill
  - Birthday cards for October were distributed.
  - For significant events please contact the following:
    - a) Get Well Cards – Bettina Baca
    - b) Thank You Cards- Kay West
    - c) Sympathy Cards – Barbara Brown (3 sympathy cards for Sept).
    - d) Thinking of You/Congratulations – Patricia Trovillion

## 6. ***New Business***

- Tina Baca has ROTC making ghost pops for the Benefits fair.
- Toys for Tots - Police will partner with Staff Council to help coordinate a campus wide collection of toys to be given to the U.S. Marines. More information on distributing boxes will be given after Thanksgiving
- Theatre is having a costume sale October 21 from 9 a.m. to 5 p.m.
- John Guildford stated that the "Work at Home" program is operational and employees can purchase applications such a as Adobe, Excel, Windows 10, at a significant discount. The information can be found at the following website:

***Centralflorida.onthehub.com***

## 7. ***Adjournment***

Meeting was adjourned at 11:30am

***Next Meeting is November 17<sup>th</sup> at the Neptune Community Multipurpose Room***

***Don't forget to bring food items for Knights Pantry, miscellaneous all occasion cards, blankets and toiletries for the Goodwill Committee***